

Temporary Delivery Due to the COVID19 Pandemic

K231 - Office Administration - Executive - Fast Track									
					Delivery				Comments
	AAL	Course Code	Course Title	Course Weight	In-person	Hybrid	Online	Clinical	
1	1	ELEC1030	Choose 1 Elective Course	3			X		
2	1	OAG110	Language Fundamentals	3			X		
3	1	OAG125	Administrative Procedures	3			X		
4	1	OAG101	Introduction To Keyboarding	1			X		
5	1	OAG160	Essential Business Calculations	3			X		
6	1	OAG113	Introduction To Word Processing & Business Documents	3			X		
7	1	OAG210	Business For The Office Assistant	3			X		
8	1	ELEC1030	Choose 1 Elective Course	3			X		
9	1	OAG117	Introduction To Computer Technology	2			X		

* Hybrid is a combination of online and face to face delivery